

# **MINUTES OF THE SECOND REGULAR MEETING OF THE TRINIDAD CITY COUNCIL**

## **TUESDAY, JUNE 23, 2020**

### **I. CALL TO ORDER**

Mayor Ladwig called the Webex video meeting to order at 6:00pm. Council members in attendance: Ladwig, Miller, West, Grover, Davies. City Staff in attendance: City Manager Eli Naffah, City Clerk Gabriel Adams.

### **II. PLEDGE OF ALLEGIANCE**

### **III. APPROVAL OF THE AGENDA**

*Motion (Grover/West) to approve the agenda as submitted. Passed unanimously.*

### **IV. ITEMS FROM THE FLOOR**

*(Three (3) minute limit per Speaker unless Council approves request for extended time.)*

**Anita Thompson** – Trinidad

On June 10 the flow and pressure of the Van Wycke hydrant was tested. The flow rate is inadequate, and request the results when they're available. Also, request 2018 & 2019 Consumer Confidence Reports be added to the website. Attended the Planning Commission meeting last week and appreciate all the thoughts going into the water drought contingency plan. Let me know if there's any way I can help. Importing water from Orick instead of the Mad River is a much faster, cheaper, and better way to solve our water issues ☺

**Josh Bennett** - Battalion Chief, Calfire Trinidad

Calfire approved funding for constructing the water line to the station. Asking the Council if there's anything we can do to help move our water service user agreement forward. Very thankful and excited to complete the project. City Manager Naffah explained that the City Attorney is supposed to deliver the agreement to his office tomorrow afternoon.

Written Items From the Floor Submitted:

**Bryce Kenny** – Trinidad

Following up with Councilmember Davies request that the Council develop a protocol for Government to Government meetings with the Tribes.

### **V. CONSENT AGENDA**

1. Declare Public Works 2003 Ford Ranger Surplus and Authorize Staff to Dispose at Fair Market Value.
2. Resolution 2020-10; Calling for an Election to Propose Extension of the .75% Sales Tax.
3. Resolution 2020-11; Request Election Consolidation with the County.
4. Resolution 2020-12; Authorizing Submittal of the Local Early Action Planning Grant Application to the State Department of Housing and Community Development.

*Motion (Grover/West) to approve the consent agenda as written. Passed unanimously.*

### **XI. DISCUSSION/ACTION AGENDA ITEMS**

1. Accept Resignation of Councilmember Dwight Miller, and Authorize Staff to Begin the Recruitment Process to Fill the Vacancy.

The City received a letter of resignation from Councilmember Dwight Miller that will become effective after this meeting. Miller was elected to the position in 2018 and will have served 1-year and 6 months of his 4-year term upon resignation. The City must actively seek a replacement for the remainder of his term through December 2022.

The current Councilmember terms are:

<b>Ladwig</b>	Term Expires December 2020
<b>West</b>	Term Expires December 2020
<b>Miller</b>	Term Expires December 2022
<b>Davies</b>	Term Expires December 2022
<b>Grover</b>	Term Expires December 2022 – <i>subject to a certification vote in November 2020.</i>

Basic eligibility requirements for serving on the City Council are:

- Must reside inside the city limits
- Must be a registered voter, inside the City limits.

The City Council is responsible for appointing a new member to fulfill the remaining term, and may set whatever qualifications, criteria, and experience they feel is necessary for the applicants to have.

The vacancy notice will be posted throughout town, on the City website, and with various press outlets, **with a deadline suggested for Thursday, July 09, 2020.**

Councilmember Miller thanked fellow Councilmembers, Staff, and residents, and explained that after 10 years it is time to move on. Looking forward to help the City in an unofficial capacity however he can following resignation.

Public comment included:

**Richard Clompus** – Trinidad

Thanked Miller for his service. He is a champion of Trinidad.

Council comment included:

**West:** Appreciate Miller's dedication and accomplishments during his term of service. Appreciate everything he's contributed.

**Grover:** Thanked Miller for sharing his experience, wisdom, and help getting him acclimated to the position.

**Davies:** Thanked Miller for his dedication to the environment to the earth community, and wished him luck in many years ahead.

*Motion (Grover/Davies) to accept Miller's resignation, authorize staff to begin recruitment to fill the vacancy, and authorize the Mayor and Mayor Pro-Tem to determine the interview process. **Passed unanimously.***

2. Discussion/Decision to Award Construction Contract to Wahlund Construction for Replacement of 2 Fire Hydrants. City Manager Naffah explained that the Water Department has been upgrading fire hydrants periodically from the older "dry-barrel" style to newer "wet barrel" models. The wet barrel models are more suitable to the coastal environment and easier to maintain and perform routine exercising of the moving parts.

On June 10, 2020, City Water Department conducted a routine test of fire hydrants located below Edwards Street at Van Wycke and at the Harbor. The test results confirmed City Engineer's (GHD) analysis that the area of lower Edwards Street is a priority zone for improvements to the City's water distribution system. Upgrading these two hydrants is step 1 in a phased process of improving this area as per the Engineer's water capacity flow model. It will also ensure, in the meantime, that the hydrants are functioning mechanically as designed.

The Hydrant Replacement Project bid package was sent to the City's pre-qualified contractor list on June 14, 2020. The bid period ended on June 19, 2020 with the City receiving bids from all three (3) contractors:

<b>GR Sundberg, Inc.</b>	\$31,900
<b>Hooven &amp; Co, Inc.</b>	\$19,700
<b>Wahlund Construction, Inc.</b>	<b>\$17,250</b>

The low bid was submitted by Wahlund Construction, Inc. for a total amount of \$17,250. City Staff has confirmed on the Contractors State License Board website that Wahlund Construction, Inc., is current and active. Staff also checked the State Department of Industrial Relations Division of Labor Standards Enforcement website and determined Wahlund is not currently debarred from public bidding.

Public comment included:

**Richard Clompus** – Trinidad

Thanks for moving this project along so quickly.

*Motion (Grover/West) Authorize the City Manager to award the Fire Hydrant Replacement Project to Wahlund Construction, Inc. for the amount of \$17,250, and authorize the City Manager or his designee to execute the contract and related documents. **Passed unanimously.***

3. Discussion/Decision regarding STR Committee recommendations.

Mayor Ladwig recused himself from this discussion as he owns and operates a licensed STR. Mayor Pro-Tem West led the discussion, and explained that the motions of the STR Committee from the May 19, 2020, meeting, are as follows:

*Motion 1: (Nash-Hunt/Moran) to make a recommendation to the City Council that they suspend the 60-day minimum activity as required in the ordinance, due to the Moratorium on STRs, for this year and any future years that the moratorium is in place. Passed (4-0). Passed unanimously.*

*Motion 2: (Moran/Nash-Hunt) to recommend to the City Council that they suspend the meet and greet as required in the ordinance, during the Moratorium on STRs, as long as the good neighbor agreement brochure is provided electronically or by mail to the guests with the initial rental agreement. Passed (3-1). Ayes: Bruce, Nash-Hunt, Moran; Noes: Stockness*

Council comments included:

**Miller:** I'm in favor of #1. Regarding #2, I think we should at minimum require a face-to-face recording of the meet and greet (zoom, facetime, etc.), which could be provided to the City as-needed.

**Davies:** Change the wording of #1 to include 2020 only. I'm not in favor of suspending the meet and greet. If tourists are visiting and transmitting illness to our shops or markets, there should be at minimum, Miller's suggestion of a recorded meeting, but rather it remain done in person. Distancing can be met during that process. A letter of public comment from resident Jacques Beaupre made some good points.

**Grover:** I agree with Miller and Davies. Reiterate mandatory face coverings during the meet and greet.

Written correspondence included:

**Jacques Beaupre** – Trinidad

Suggested an end date to recommendation #1, and not in favor of suspending meet and greets.

Public comments included:

**Anita Thompson** – Trinidad

There's a chance that the State may stop or slow reopening. We need help with enforcement.

*Motion #1 (Davies/Grover) to suspend the 60-day minimum activity as required in the ordinance, due to the Moratorium on STR's, ending with calendar year 2020. **Passed 4-0.***

*Motion #2 (Davies/Miller) that the meet and greet occurs in person only as intended and written in the existing ordinance. **Passed 4-0.***

4. Continued Discussion/Decision regarding Draft FY2020-2021 Budget.

This meeting is intended to build on the June 09 budget discussion. In conjunction with the Sales Tax Increase discussions in March, April, and May, the Council requested various revenue projections related to the economic impacts of Covid-19. Estimates of 30%, 40%, and 50% decline in the hardest hit sources (Sales and Occupancy Taxes) were considered, and it appears that the impact will be felt most in the April-June quarter of FY2020.

The City had an ambitious workload scheduled for 2019-2020, but the emergence of Covid-19 resulted in a bare-bones approach to the second half of FY2020 – which led to a calculated halt in spending. Revenues on the other hand, remained balanced due to anomalies such as the Cell facility hold-over rent, and conservative revenue budgeting in 2019. The halt in spending will finish FY2020 with a higher than expected 'surplus'.

Many of the projects and funding allocations that hit pause in 2020 have been brought back in this year's budget. The highlights are summarized on the Summary Sheet included in the attached Draft Budget.

Council feedback from recent sales tax and budget discussions so far point to a conservative approach to 2021 due to economic uncertainties that lie ahead. In light of that advice, Staff recommends adopting a budget that will be monitored closely throughout the upcoming year. Formal reviews should be made on a quarterly basis, with course-corrections adapted as needed.

The proposed 2021 budget is preliminary, conservative, and balanced. It accomplishes the following objectives;

- Maintains Critical & General Services
- Keeps existing, prioritized projects moving forward
- Provides funding to maintain important city assets such as trails and parks
- Furthers the City's commitment to environmental responsibility and energy resiliency
- Sustains the City's strong appetite for planning and regulatory compliance
- Invests in public safety and preservation of city roads
- Invests in the City's understanding and reliability of the Water System.

Reserve funding set aside from 2019-2020 is available should additional discretionary spending be discussed and/or approved. Adding a ½ time Sheriff Deputy to the one current full-time Deputy schedule will be discussed during contract negotiations with the HCSO in July. Investing in web-based communication tools and technology has been an ongoing topic as well. The Council may commit to dipping into the reserves for these purposes and direct the City Manager to return with proposals at future meetings.

This is the opportunity to ask questions, receive public input, provide feedback, and make recommendations on the spot. **The goal is to conclude the meeting with an adopted budget prior to the July 01 deadline.** Keep in mind that the budget is road map that sets the priorities, but the City has the ability to change course by making corrections as needed. It is a working document that can be modified throughout the year when changes are warranted.

There were no public comments.

Council comments included:

**Davies:** I proposed discretionary spending be paused, and suggest removing the T.O.T. contributions and reconsider purchasing a new backup generator for the City Manager's office. I would also like to consider capping the City's contribution to rising insurance costs. Most employees are at or below median wage, and I'd like to keep this conversation open and non-adversarial. We're also going to need a lot of tree trimming done as the cherry trees are getting overgrown. I strongly recommend that calendared budget meetings are scheduled quarterly this upcoming year.

**City Manager Naffah** explained that the generator proposal is to replace an existing, non-functioning one. Also, the overall payroll expense is down due to the retirement of Bryan Buckman.

**West:** Davies made some good points but I'm not in favor of pulling the T.O.T. funding. The groups that rely on this funding are in need and do wonderful things for the community.

**Ladwig:** We already wait till the end of the fiscal year to distribute this funding, which is dependent upon the audited Occupancy Tax total for that year. The city receives a great return for that investment.

*By consensus, the Council accepted the draft budget as submitted. Approval will be formalized on the next item.*

5. Discussion/Decision regarding Resolution 2020-13; Adopting the FY2020-2021 Budget.

**Davies:** Request formal, quarterly reviews of the budget for the upcoming year.

Motion (Grover/Miller) to approve Resolution 2020-13 adopting the FY2020-2021 Budget quarterly, agendaized update discussions. **Passed unanimously.**

**VI. FUTURE AGENDA ITEMS**

- Previous STR Recommendation Report – timesheets for STR expenses.
- Speeding on Edwards Street
- Review previous traffic studies for Trinity/Edwards.

**ADJOURNMENT: 7:35pm.**

**Submitted by:**

\_\_\_\_\_ signed copy on file \_\_\_\_\_

**Gabriel Adams**  
Trinidad City Clerk

**Approved by:**

\_\_\_\_\_ signed copy on file \_\_\_\_\_

**Steve Ladwig**  
Mayor